

**Montgomery County-Norristown Public Library
Position Description
(TEMPLATE)**

Position Title:	District Consultant Librarian
Supervisor:	Executive Director
Number of Employees directly supervised:	0
Fair Labor Standards Act status:	Exempt

Statement of Responsibilities

<Summarize your overall responsibilities as head of your department, including

Organizational Relationships

<Describe how your departmental responsibility relates to other library departments/branches, the district libraries, external agencies (school, government, community groups), vendors/contractors, or library related organizations (consortia, on-line utilities)>

General Responsibilities and Examples of Work

Staff supervision and training

Public service responsibilities

Back Office responsibilities

Task or project oriented responsibilities

Areas unique to your department

Qualifications for Employment

Education, training, formal certification

Subject specialization or specific expertise required

Prior on-the-job experience

Physical Demands or Requirements (use * to indicate essential requirements)

Strength/movement requirements

Able to lift or move _____ pounds

Able to bend to floor level and/or reach overhead

Able to stand and/or walk for _____ period of time

Able to sit for _____ period of time

Manual/physical dexterity requirements

- Able to manipulate keyboard of computer, typewriter or other office equipment*
- Able to manipulate mouse, pointing device or other input device*
- Able to manipulate data cables, cords, connections, or similar power and data devices*
- Able to manipulate pages of books, insert and remove disks, manipulate library materials*

Communication requirements

- Able to use telecommunication devices to hear and speak with staff and public*
- Able to see, understand and create written material*

Date revised / approved: / /